



AASIS Overview and Basic Navigation

Logging On and Off of AASIS

Chapter 2

Course Map

Introducing AASIS

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

Entering and Saving Data

Working with Multiple Sessions

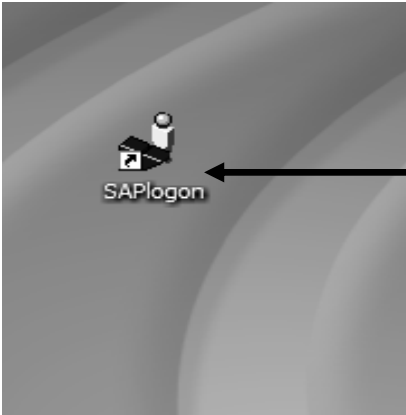
Employee Self Service (ESS)

AASIS

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AASIS Logon Icon



To start AASIS from the Windows Desktop, double-click the **SAPlogon** icon on the desktop screen

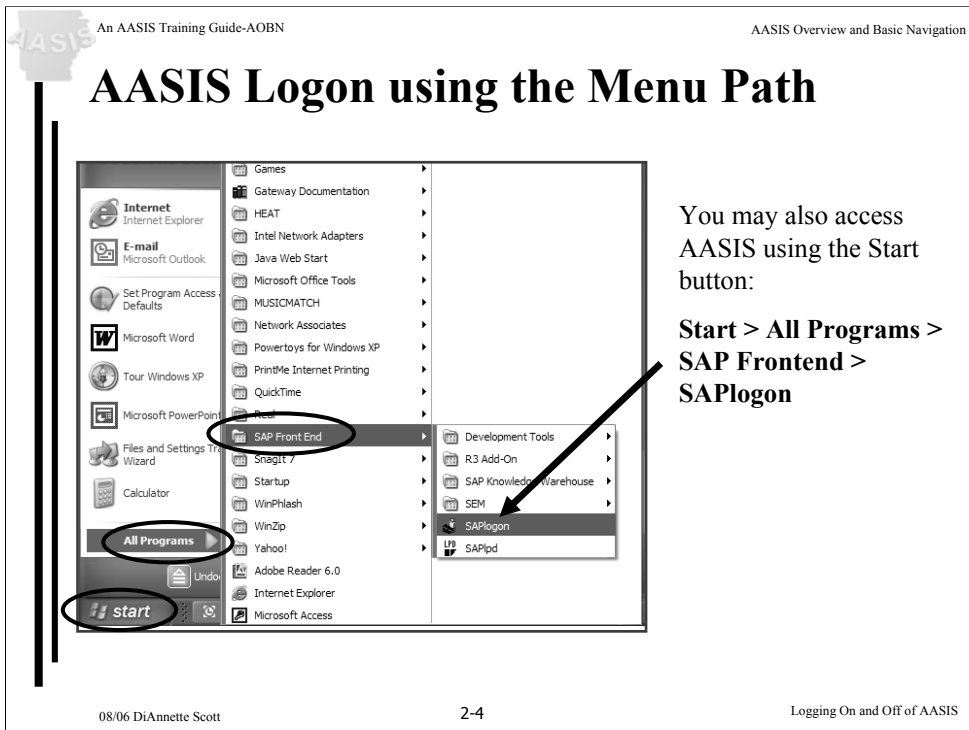
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Logging On and Off of AASIS

You may access the SAPlogon window two ways.

One way is by double-clicking on the SAPlogon icon located on your Windows desktop. This will bring up the Logon pad.



You may also access the SAPLogon window by going through the Menu Path from the Start button.

Menu Path: Start > All Programs > SAP Frontend > SAPLogon


This will bring up the Logon Pad.

Note: To place the AASIS Logon icon onto your desktop, right click on the SAPLogon from the Start Menu. From the drop down, select Send to, then select Desktop (create shortcut)

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The AASIS Logon Path



- Select the system to be used by double-clicking your choice
- or**
- Place the cursor on the system to be used and select the “Logon” button

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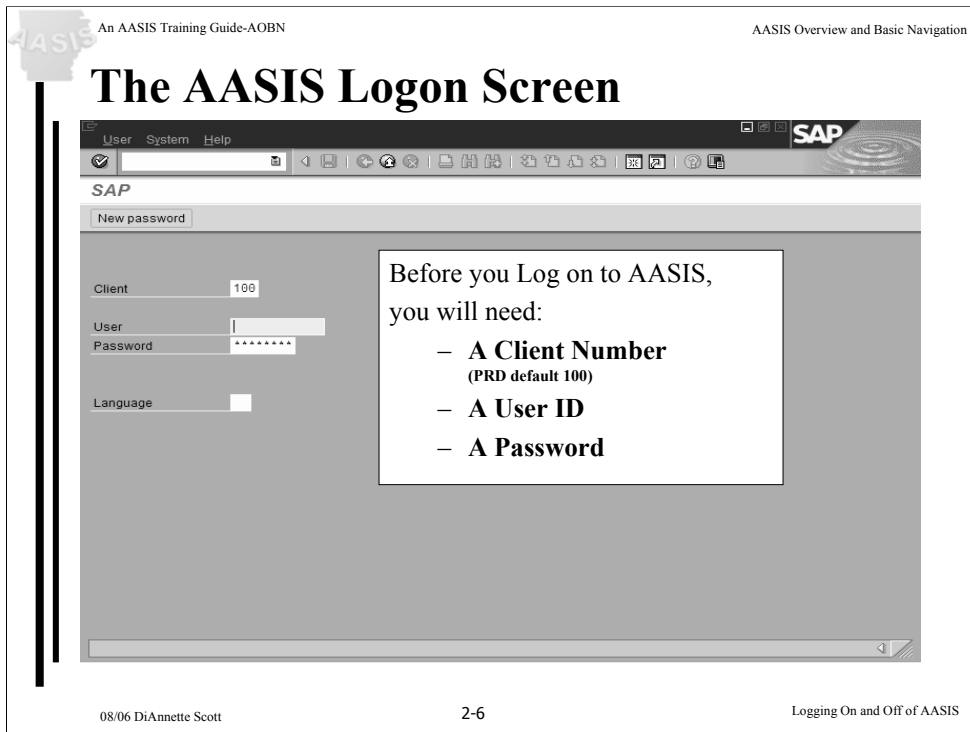
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Logging On and Off of AASIS

You may access AASIS by placing the cursor on the system description that is to be used.

(example: PRD [AASIS])

After selecting, click the Logon button or double-click.



After selecting your system choice from the Logon Pad, the Logon screen will appear.

To Log on to AASIS, you will need each of the following:

CLIENT NUMBER: A three digit numeric code to access clients. AASIS PRD (Production) has a default of 100 but may vary when accessing other clients.

USER ID: An assigned ID that identifies the user when logging on to the SAP System.

PASSWORD: A combination of 8-characters that's entered each time you log on to AASIS.

LANGUAGE CODE: A specified language used throughout the system. AASIS default code is EN (English).

Note:

- ↓ Your User ID **must** be obtained from your Agency Liaison.
- ↓ Once you have obtained your User ID, you will need to contact the AASIS Help Desk to obtain your initial password. (501-683-2255)

Creating a Password

SAP

New password

Repeat password

☒

☐

The 1st time you log on to AASIS, you will be prompted to create a new password

The SAP window for entering a new password appears:

1. Type in your new 8-digit personal password in the “New password” field.
2. Retype your new 8-digit personal password in the “Repeat password” field.
3. Select the Green Check mark or hit Enter

Note: When entering passwords, AASIS is not case sensitive, so entering “candy01” or “CANDY01” will give the same result.

Changing passwords: The AASIS system is set so that users will automatically be prompted to change their passwords every 3 months.

You may change your password daily, if needed, by selecting the “New password” icon after you have logged onto the system.

Creating a Password

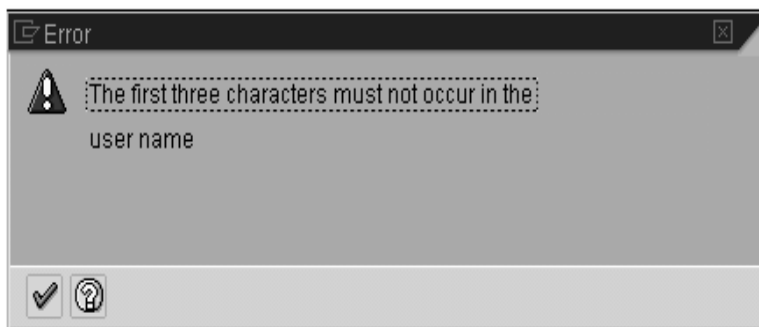
Password Rules

- **Should be kept private and never given to *ANY ONE***
- Must contain **8** characters
- May not contain sequential characters
- May not contain three consecutive identical characters (SSS. ddd...)
- May not contain three sequenced characters found in the User ID (ex: MAN..... if the user is Mur~~man~~)
- May not begin with **?**, **!**, or a blank space
- Do not use **pass** or **AASIS** as your password
- Any of your last 5 passwords will not be allowed

Password Suggestions

- You may use any combination of characters, a...z or 0...9 or punctuation marks as long as they do not violate the rules
 - **Valid Password**
 - Froggie2
 - ivy4ever
 - **Invalid Password**
 - !bright
 - yyy01010
- Security recommends the password start with a letter and have at least one number included

Note: If the pre-defined rules in AASIS are not followed, an Error message window will appear.

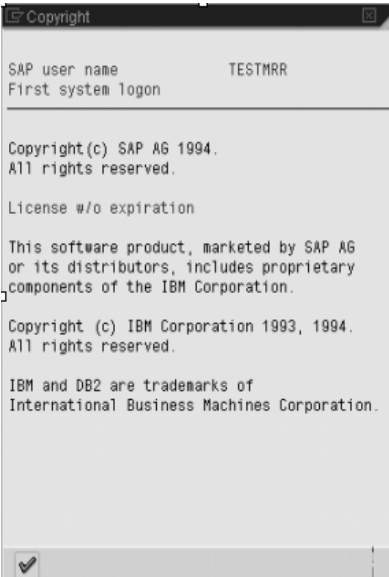


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Logging on to AASIS

Note: The initial log on may display a Copyright information window.



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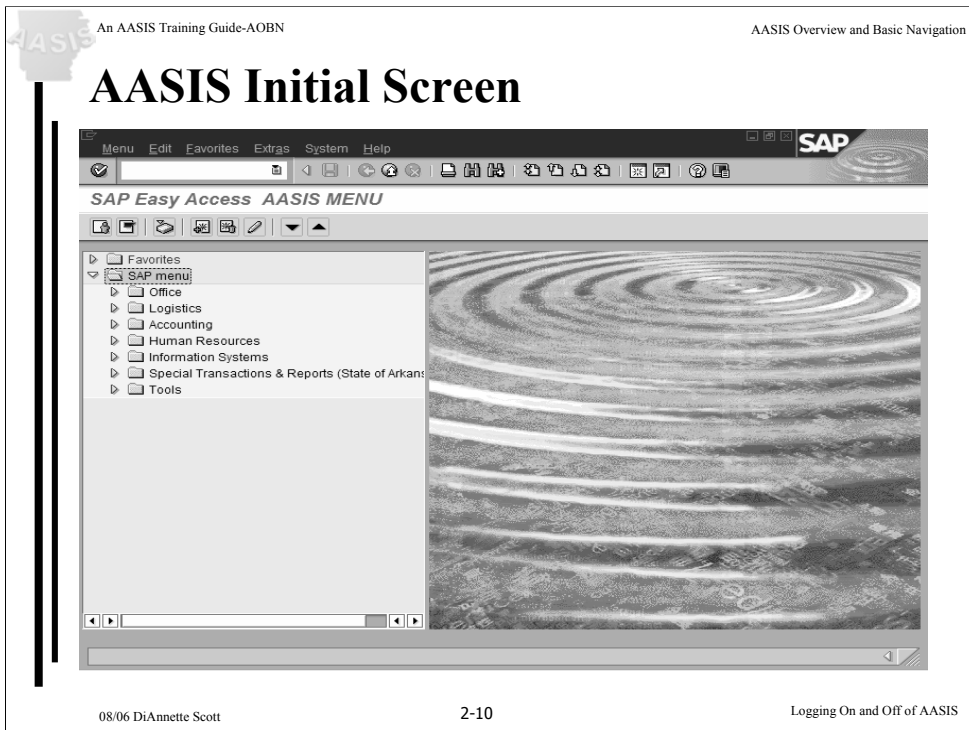
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Logging On and Off of AASIS

Upon the initial log on, a window may appear with copyright and licensing information.

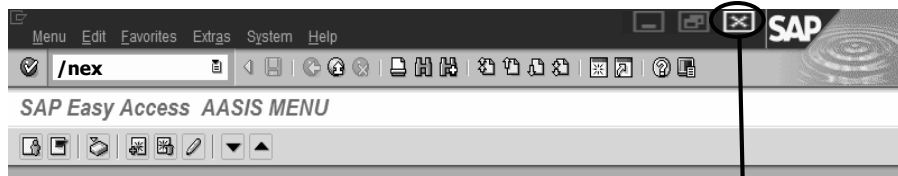
Select the Green Check to continue.

This will take you to the AASIS initial screen entitled SAP Easy Access.



The SAP Easy Access AASIS Menu is the starting place for all transactions and processes.

Logging Off AASIS



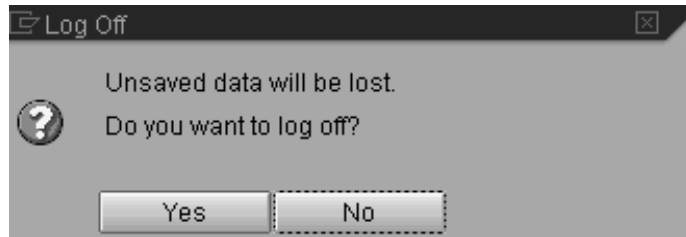
Though there are several way of logging off of AASIS, the quickest way is to select the 'X' located at the top right hand corner of the screen.



Note: Entering `/nex` into the Command Field will exit AASIS and close the window immediately without prompting you to save. This will also close all currently opened sessions.

Logging Off AASIS

When logging off of the AASIS system, a message box will appear asking if you want to log off or continue in AASIS.



Select '**Yes**'
to log off

Select '**No**' to continue
your log on in AASIS.